DCDS Reports

Timekeeper Reports - C HR-336 - Equipment Usage

Purpose: The Equipment Usage Report displays equipment usage for a department, agency, TKU and pay period end

date by person. The minimum required data to be entered is department, agency, and TKU.

Frequency: As requested (after timesheets for the requested pay period have been saved or submitted). If requested before

timesheets have been saved, fields will be blank.

Distribution: The report is available to DCDS users who have been granted the appropriate security.

Sequence: Department, Agency, TKU, Employee Name

Media: Displayed on-line or the report may be printed.

Retention: Per Department Policy. Information is available on-line for one fiscal year.

Information: A. The Equipment Usage screen is accessed through the <u>Reports</u>, Timekeeper, <u>C</u> - Equipment Usage items on

the menu.

B. The following detail is displayed:

Equipment Number

Start Date

End Date

DCDS Reports

Information	:
(Continued)	

- Hours
- Start Meter
- End Meter
- Personal Mileage
- Coding Block reported
- Pay Period Total (PP Total) Hours
- Pay Period Total (PP Total) Mileage
- Signature Line
- Submitted By
- Date Submitted
- Approved By
- Date Approved
- C. Total hours and total mileage are provided for each employee for the pay period.
- D. To print a copy of the report, select <u>File</u> and click on the <u>Print</u> menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

State of Michigan	
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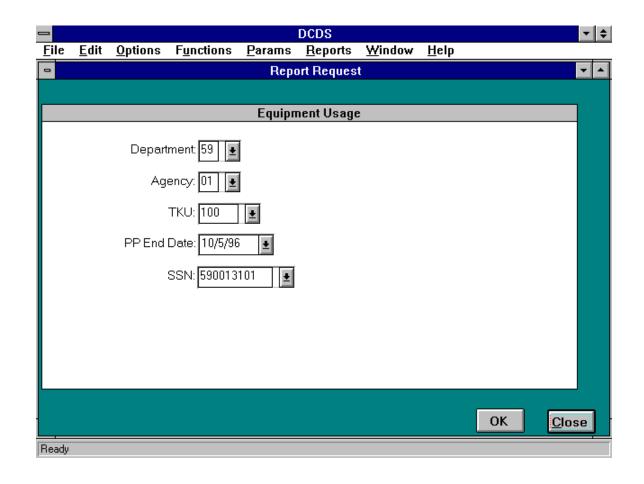
Equipment Usage Report

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Section 16.4: Timekeeper

DCDS Reports



Report Request Screen

To display the Report Request screen for the Equipment Usage report, select the \underline{R} eports menu item from the Menu bar and click on the Timekeeper menu item. From the cascading menu, click on \underline{C} - Equipment Usage menu item.

The Report Request screen allows users to enter the appropriate criteria to request the Equipment Usage Report.

Enter the Department, Agency, TKU and Pay Period End Date. To display information for a specific employee, enter or select the Social Security Number. If a SSN is not entered, information for all employees in the TKU will display. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the report on-line. The printed report is displayed on the next page in which all fields can be viewed.

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DCDS Reports

HR-336 - Timekeeper Equipment Usage

HR – 336	MAIN HUMAN RESOURCE SYSTEM EQUIPMENT USAGE REPORT	RUN DATE: 10/09/1997 07:31:29 PAGE 1 OF 1
DEPARTMENT: 59 DEPARTMENT OF TRANSPORTAT	TION	PAY PERIOD END DATE: 09/06/1997
AGENCY: 01 CENTRAL OFFICE		PAY PERIOD NO: 19
TKU: 601 CLIO PROJECT OFFICE		
NAME: CHARLEY, BARTON E	SSN: 590-10-1910 APPOINT	TMENT DATE: 01/19/1981
EQUIPMENT START DATE END DATE HOURS START ME	TER END METER PERSONAL AY INDEX PCA GI MILEAGE	RANT PHASE AG1 PROJECT PHASE AG2 AG3 MULTI STD
ACEGIK1234 09/06/1997 09076/1997 95.0 1-	00.0 350.0	☑
PP TOTAL – HOURS: 95.0	PP TOTAL – MILEAGE:	
SIGNATURE	TED: 10/08/1997 APPROVED BY:	DATE APPROVED:

State of Michigan	
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Issue Date: March 26, 2001